



Classification	STUDENT ASSISTANT
Hourly Salary	\$7.86 – \$10.47
Tenure / Time Base	Temporary / Part Time
Final Filing Date	Until filled
Location	Office of Systems Integration (OSI) Interim Statewide Automated Welfare System (ISAWS) Project 8810 Cal Center Drive, Suite 300 Sacramento CA 95826 Free Parking
Duties/ Responsibilities	<p>Under close supervision from the Data Processing Manager I, of the Enterprise Management (EMU) Unit, assist in various duties to support the ISAWS Contract Management processes. These duties include:</p> <ul style="list-style-type: none">● Create and maintain various Microsoft Excel Spreadsheets.● Generate and validate reports and update various databases.● Contract Deliverable Notification Tracking.● Asset Management Tracking.● Generate and distribute correspondence.● Photocopying/filing/document scanning.● Perform Project Librarian duties.
Who May Apply	<p>Student assistants must be enrolled in an accredited college or university in a minimum of six (6) semester units or nine (9) quarter units and maintain a minimum grade point average of 2.0.</p> <p>Current OSI student assistants are eligible to apply.</p>
Condition of Employment	<p>Upon hire and at the beginning of each semester/quarter, students must provide transcripts and proof of enrollment. Students do not need to be enrolled in a summer semester/quarter to maintain employment.</p>

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

**Submit a Student /
Part-Time
Employment
Application to**

California State University Sacramento (CSUS)
Human Resources
6000 J Street, Room #300
Sacramento, California 95819-6063

Follow the link to download and complete the application:
<http://www.foundation.csus.edu/hr/forms/partappl.pdf>

Please reference CSUS position #: 0706SES531 on your application.

**Contact
Information**

Carla Zuehlke: (916) 255-0494
TDD User: 1-800-735-2929

Position #: 0706SES531

RPA #06-061

Posted: 07/17/2006

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